



## Accommodation Booking Group Reservation Form

**Please complete this form and return it to:**

IAS 2019 Accommodation Team  
c/o Ideas Creativas  
groups.accommodation@ias2019.org  
Phone: +52 55 51 62 01 12

**Important notes:**

- You must complete all fields before submitting your group registration.
- Required fields are indicated with an asterisk (\*).

### GROUP MANAGER CONTACT INFORMATION

Gender\*:  Male  Female  Transgender

Last Name(s)\*: \_\_\_\_\_

First Name(s)\*: \_\_\_\_\_

Telephone\*: \_\_\_\_\_

Email (preferred)\*: \_\_\_\_\_

### BILLING ADDRESS

Company / Affiliation / Organization Name \*: \_\_\_\_\_

Department \*: \_\_\_\_\_

Street: \*: \_\_\_\_\_ Postal Code (ZIP)\*: \_\_\_\_\_

City\*: \_\_\_\_\_ Country\*: \_\_\_\_\_

### FURTHER INFORMATION

If you are an agency representing a company, please enter the name of the company below:

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## Hotel Reservation Options

The below room allotments have been pre-blocked by the IAS 2019 Accommodation Team. Rooms are available on a first-come first- served basis and are subject to hotel availability.

HOTEL	CATEGORY	SINGLE ROOM RATE*	DOUBLE ROOM RATE	DISTANCE FROM VENUE**
Barceló Mexico Reforma	5 Stars	\$263.09 USD	\$293.41 USD	24 minutes
Fiesta Americana Grand Chapultepec	5 Stars	\$262.72 USD	\$272.57 USD	15 minutes
Hilton Mexico City Reforma	5 Stars	\$215.70 USD	\$248.50 USD	30 minutes
Hyatt Regency Mexico City	5 Stars	\$264.02 USD	\$299.97 USD	10 minutes
JW Marriot Hotel Mexico City	5 Stars	\$295.25 USD	\$311.44 USD	10 minutes
Marquis Reforma Hotel & Spa	5 Stars	\$274.98 USD	\$296.54 USD	17 minutes
Intercontinental Presidente Mexico City	5 Stars	\$264.36 USD	\$290.68 USD	10 minutes
Sheraton Mexico City Maria Isabel	5 Stars	\$ 253.86 USD	\$273.43 USD	15 minutes
Hotel W	5 Stars	\$295.25 USD	\$311.44 USD	10 minutes
Mexico City Marriot Reforma	4 Stars	\$232.82 USD	\$257.43 USD	25 minutes
Camino Real Polanco Mexico	4 Stars	\$193.05 USD	\$218.00 USD	15 minutes
Galería Plaza Reforma	4 Stars	\$217.73 USD	\$235.91 USD	20 minutes
Fiesta Americana Satélite	4 Stars	\$170.00 USD	\$170.00 USD	25 minutes
Courtyard Mexico City Toreo	3 Stars	\$236.63 USD	\$ 261.42 USD	5 minutes
Emporio Mexico City	3 Stars	\$134.34 USD	\$ 140.93 USD	25 minutes
Fiesta Americana Reforma	3 Stars	\$161.49 USD	\$161.49 USD	20 minutes
Fiesta Inn Naucalpan	3 Stars	\$ 95.66 USD	\$102.38 USD	15 minutes
Fiesta Inn Insurgentes Viaducto	3 Stars	\$143.79 USD	\$152.83 USD	20 minutes
Fontan Reforma	3 Stars	\$ 76.32 USD	\$104.17 USD	30 minutes
Krystal Satélite Maria Bárbara	3 Stars	\$ 95.13 USD	\$ 109.79 USD	20 minutes
Laila Hotel CDMX	3 Stars	\$147.58 USD	\$153.54 USD	17 minutes
Mision Toreo Centro de Convenciones	3 Stars	\$115.31 USD	\$115.31 USD	10 minutes

\* Rates are per room per night with single occupancy and include 16% tax and 3 % housing tax, breakfast and tips.

\*\*Distance from the conference venue is by car and may be longer depending on traffic.

## Reservation Information

Hotel – First Choice: \_\_\_\_\_

Hotel – Second Choice: \_\_\_\_\_

Check-in date:    (dd / mm / yyyy)

Check-out date:    (dd / mm / yyyy)

Room:  Single  Double\*\*\* If you choose double, please indicate:  1 bed  2 beds

Room Type:  Standard  Executive



Date	Thursday 18 July 2019	Friday 19 July 2019	Saturday 20 July 2019	Sunday 21 July 2019	Monday 22 July 2019	Tuesday 23 July 2019	Wednesday 24 July 2019	Thursday 25 July 2019
Room Type & Quantity								

Special Requests: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Method of Payment**

Payments will be accepted in USD by bank transfer or credit card only. Credit card information is requested to guarantee and confirm the booking. All rooms must be pre-paid.

I would like to pay the amount due by:

- Bank Transfer
- Credit Card  
(Further details will be sent by e mail upon receipt of this registration form)

**Changes and cancellation policy**

Any date changes or cancellations must be received and confirmed before 18 April 2019. Cancellations received after this date will be charged in full according to the hotel policy.

Payment schedule	
Date	Payment due
1 – 18 December	10% of total amount
19 December to 18 February	20% of total amount
19 February to 31 March	50% of total amount
1 April and onwards	100% of the total amount

When booking, delegates are free to pay any percentage of the total amount due, that falls either *within* the time period of the booking, or *after*, as per the above payment schedule. Meaning if an accommodation booking is e.g. submitted on 10 December, payment can either follow the above payment deadlines and %, or a higher amount can be paid upfront to avoid several transactions (like e.g. payment of 50% by 18 December and the outstanding 50% by 1 April), or full payment can be made directly upon booking to have one transaction only. All bookings made from 1 April onwards will be charged 100% in one payment.

**CONFIRMATION OF ACCOMMODATION RESERVATION**

I have read and accept the changes and cancellation policy without any restrictions and I confirm the above bookings.

Place, Date: \_\_\_\_\_ Signature: \_\_\_\_\_